

Welcome to Your Volunteer Day at JA BizTown in KJAR!

We appreciate all your assistance today in making this an outstanding learning experience for the students employees in KJAR. Please dispose any coffee, juice, or soda in The Smokehouse Market **BEFORE** students arrive. You may have bottled water in your business throughout the day.

Your Day

- KJAR is a radio station that airs music, accepts song requests, and airs business advertisements.
- Before the JA BizTown “citizens” arrive, a JA staff member will greet you and provide some hints for the day.
- When the citizens arrive, they will be seated in the common area. We encourage you to listen to the orientation that they receive.
- At the end of the orientation, the employees will report to you, and you will cover all the points on pages 2-8. Then they will begin their work.
- **Important employee tasks to double-check**
 - No one leaves the business until the Opening Town Meeting.
 - All knobs on the DJ’s control panel should be no higher than “5.”
 - The CFO handles the payroll and pays all bills. The CFO also makes business deposits, so KJAR can repay its loan.
 - The CEO signs checks, gives a speech, generates invoices, handles several business matters, proofreads the Reporter’s stories, and writes an editorial.
 - The Disk Jockey emcees the broadcast, plays music, and reads stories.
 - The Ad Executive collects ads, delivers invoices, and collects payments.
 - The Reporter interviews citizens and writes news stories.
- This Volunteer Guide breaks out the day into its main parts:
 - **Business Start-up** – pages 2-8
 - **First Work/Break Rotation** – page 9
 - **Staff Meeting** – page 10
 - **Second Work/Break Rotation** – page 11
- Some general information is located on page 12.

Deposit Ticket

(All workers should complete the following. They should have done this at school, but please check.)

- Name and account number should be on each deposit ticket.
- The first deposit ticket should have been completed at school. Students know how much they will be paid (*located on the Business Costs Sheet in the JA BizPrep envelope*). A payroll tax of 2% is deducted, so their paycheck will be 98% of their salary.
- If they want cash back (\$2.00 maximum per pay period), they must subtract \$2.00 from the paycheck amount. The “net deposit” will be the amount that is deposited in the bank. For example, if a worker is paid \$8.82 and wants \$2.00 in cash, the net deposit is \$6.82. They must sign the deposit ticket for cash back.
- They should **tear out** the deposit ticket BEFORE going to the bank.
- **They should have the deposit entered in their checkbook registers.**

DEPOSIT TICKET

Name _____

CASH	CURRENCY	
	COIN	
LIST CHECKS SINGLY	8	82
SUBTOTAL	8	82
LESS CASH RECEIVED	2	00
NET DEPOSIT	\$	6 82

Date _____ 20____
Deposits may not be available for immediate withdrawal.

signature
←

Signature required for cash received.

Acct.# _____

Go to next page to see deposit ticket answers for each job.



Deposit Ticket Answers for All Jobs

CASH	CURRENCY		.
	COIN		
LIST CHECKS SINGLY			8.82
			.
			.
SUBTOTAL			8.82
LESS CASH RECEIVED			2.00
NET DEPOSIT \$			6.82

Acct.# _____

CEO

CASH	CURRENCY		.
	COIN		
LIST CHECKS SINGLY			8.33
			.
			.
SUBTOTAL			8.33
LESS CASH RECEIVED			2.00
NET DEPOSIT \$			6.33

Acct.# _____

CFO

CASH	CURRENCY		.
	COIN		
LIST CHECKS SINGLY			7.84
			.
			.
SUBTOTAL			7.84
LESS CASH RECEIVED			2.00
NET DEPOSIT \$			5.84

Acct.# _____

**Ad Executive
Disk Jockey
Reporter**

Go to next page.


Check to Bank of America

- Each worker should have a \$1.50 check written to Bank of America to open a savings account.

Name student name date 20

PAY TO THE ORDER OF Bank of America \$

One and 50/100 Dollars



Memo open savings account signature

Acct.# number

- You may need to explain that they do NOT endorse this check.
- Make sure that students enter and subtract \$1.50 to Bank of America for saving in their checkbook registers.
- Remind them to go to the bank savings officer, after making their first deposit, to present the check and pick up a savings certificate.
- There is only one saving transaction, and it occurs during the first break.
- Encourage students to take their savings certificates to Wells Fargo Advisors to **purchase stock** at any time during the day.
- *Go to next page.*



Checkbook Register

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		deposit				6 82		+ 6 82
								6 82
001		Bank of America	1 50					- 1 50
								5 32

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		deposit				6 33		+ 6 33
								6 33
001		Bank of America	1 50					- 1 50
								4 83

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		deposit				5 84		+ 5 84
								5 84
001		Bank of America	1 50					- 1 50
								4 34

- Is correct **net** deposit entered?
- Is the check to Bank of America entered?
- Are new balances on the gray lines accurate?
- *Go to next page.*

Paycheck

- Have the CEO sign the first set of paychecks printed by the CFO.
- The pay stub should be cut from the paycheck.
- Tell the CEO to pass out the first-payroll checks to the employees.
- BEFORE GOING TO THE BANK, EMPLOYEES SHOULD:
 - **ENDORSE** their paychecks!
 - **TEAR OUT** the deposit ticket and \$1.50 check to Bank of America.
- AT THE BANK, EMPLOYEES WILL:
 - **TAKE** the endorsed paycheck, deposit ticket, and \$1.50 check to the Bank. (It is not necessary to bring the checkbook register and pay stub.)
 - **WAIT** in line for the next available teller.
 - **GIVE** their \$1.50 savings check to the Bank of America Savings Officer on the way out of the bank.
- AFTER VISITING THE BANK, EMPLOYEES SHOULD:
 - **VISIT** MasterCard Worldwide to pick up their debit card.



Employees must endorse their paychecks!

- *Go to next page.*



8. Explain that all workers should now read their **job descriptions** in their Employee Manuals. Make sure that they understand their jobs before the day begins. This is very important!
9. When the Warehouse supply basket is delivered, give the Song Request forms and the Prize Give-a-Way Bag to the Disk Jockey.
10. Have employees begin their tasks according to their job descriptions.
 - The **CEO** will sign paychecks during Business Start-up and practice the Opening Town Meeting Speech.
 - The **CFO** will print paychecks for pay period one and pay period two. When finished, the CFO can start paying bills using the yellow Accounts Payable/ Receivable checklist for information.
 - The **Ad Executive** will prepare for business visits, and the **Reporter** will prepare to interview citizens for news stories.
 - The **Disk Jockey** will learn how to operate the broadcast equipment and practice the opening remarks.
10. All KJAR employees remain in the business until it is time for the **Opening Town Meeting**. (They may go to the restroom.)
11. **Please Remember:** You will assist the employees during the day. You ensure that they do their jobs. You do not complete their tasks for them. Continually remind them to refer to their Employee Manuals to complete all work, using words such as “How are you coming on,” “Let’s look at your manual and check how you are doing,” or “Have you finished all these tasks? What’s on the next page?” (Note: If you ask them if they’re finished for the day, many employees will say yes, even though they are not. They may be unaware that there is more because they have quit looking at the manual or haven’t turned the page.)

You will use the next page for information on the first work/break rotation.



GUIDE TO THE FIRST WORK/BREAK ROTATION

- The **CEO** will generate invoices, complete an insurance claim form, handle several business papers, and write an editorial.
- The **CFO** will continue paying bills.
- The **Ad Executive** will collect radios ads from 3-4 businesses and bring them back to the disk jockey for broadcast. Then the Ad Executive repeats this process until all ads have been collected. When all ads have been collected, the Ad Executive may deliver invoices that have been printed by the CEO.
- The **Reporter** will conduct interviews and write news stories to be broadcast by the Disk Jockey.
- The **Disk Jockey** will play music and read ads. The Disk Jockey will not broadcast if KPLR 11 is airing an interview. The Disk Jockey must pay attention to the TV in KJAR to determine when radio broadcasting must stop. The volume knobs should be no higher than “5.”
- The Disk Jockey will also ask Prize Give-A-Way questions and use the items in the Prize Bag from the Warehouse for the winning caller.

VOLUNTEER GUIDE TO STAFF MEETING

1. This meeting occurs between the two work/break rotations.
2. All business stops. All employees should be in KJAR.
3. Have them sit on the floor.
4. The CEO should distribute the second set of signed, green paychecks to all employees (with the pay stub cut apart).
5. Each employee should:
 - a. **endorse** the paycheck,
 - b. **decide** if s/he wants any cash back,
 - c. **prepare** a second deposit ticket, and
 - d. **enter** the transaction into the checkbook register.
6. Check employee checkbook registers for accuracy for all transactions. Sometimes, employees think that they have more money in the bank than they do because they haven't entered all transactions into the checkbook register.
7. Remind employees that during the second break they:
 - a. have **30 minutes** for the break,
 - b. will **eat lunch** at The Smokehouse Market, where they will use JA BizTown cash to purchase a drink. (You may eat as well.)
 - c. will have their **final opportunity to spend** their money, and
 - d. must **return to work** at the end of the break.

Go to the next page for instructions on things to look for during the second work/break rotation.

GUIDE TO THE SECOND WORK/BREAK ROTATION

- The **CEO** will proofread news stories. The CEO should make sure that all radio ads have been broadcast. Businesses have paid for these ads to be aired. The CEO may also help take song requests.
- In addition to payment from JA BizTown businesses, KJAR will receive a check from Junior Achievement for advertising. The **CFO** must enter all incoming business payments into the computer and generate deposit tickets. Deposit tickets and the corresponding checks must be taken to the bank. Up to eight (8) checks can be put on one deposit ticket.
- The **CFO** must prepare a Business Report to read at the Closing Town Meeting. This is done as soon as all deposits have been made. The blue report is located in the CFO employee manual. Instructions are located on the report.
- The **Reporter** will give the news stories to the CEO to proofread and make sure that they are broadcast by the Disk Jockey. The Reporter may read the news story on air if s/he would like.
- The **Ad Executive** must make sure that all businesses have paid for their TV ads and give the payments to the CFO for deposit. The Ad Executive will also take song requests.
- The **Disk Jockey** will continue to broadcast music and read ads.

END OF DAY – CLEAN UP

- Business papers should be placed in the JA BizPrep envelope (especially the printed Accounting Report) for the CEO to return to school.
- Employees should make their workstations look like they did at the beginning of the day.
- The Employee Manuals remain at JA BizTown. Please collect all **job buttons** and return them to the Volunteer Information bin.
- Thank you once again for your help! We can't do it without you! We will e-mail a survey so you may provide feedback to us about your day.
- Thanks for making this day unforgettable for the kids!



JA BizTown Volunteer Basics

Student Illness: Please contact a JA staff member or a teacher, if a child should become ill. We have first-aid supplies and a private area where an ill child can rest. A JA staff member will work with classroom teachers to determine if parents need to be called. Band-aids may be obtained from a JA staff member.

Medication: Student medications must be administered by classroom teachers. Medicine needing refrigeration will be kept in the refrigerator in the training room, and it must be clearly marked for a specific child.

Dismissal: Students are dismissed immediately following the Closing Town Meeting.

Weather Emergency: In the event of a weather emergency, a JA staff member will provide immediate verbal directions to all students, teachers, and volunteers. If this should occur, please make sure all students are quiet in your business and are listening to evacuation instructions. Students will likely move to another location in the building, and you will need to assist in an organized evacuation.

Restrooms: Restrooms are located inside JA BizTown in the hallway between KPLR 11 and Bank of America. Please remind students that they should use these restrooms and must remain in JA BizTown at all times.

Student Photographs: If students have a symbol on their nametags (e.g. star), this means that those students are not allowed to be photographed or on TV.

Lost and Found: Please see a JA staff member, if a student is missing an item. We have a lost and found area, and a JA staff member will assist you.

Lost Lunch: If a student is missing or has forgotten a lunch, please see a JA staff member, and we will do our best to provide something for the student.